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| **Operations Guideline for Graduate School Dormitory** | **Section of Student**  **Affairs(T.3602)** |
| 1. Collection of Housing Deposit  A. A housing deposit shall be collected from newly admitted residents for the purpose of preservation and maintenance of a pleasant dormitory environment. The Committee shall make decisions on matters regarding the collected entry deposits.  2. Restrictions on Admission  A. Students who have received a disciplinary action of suspension or greater.  B. Students who had once been ordered to vacate or had moved out without approval.  C. Patients and carriers of infectious diseases.  D. Students with poor conduct.  E. Students with unacceptable behavior and attitude.  F. Students who have violated the dormitory operational guidelines through multiple  room registrations or unauthorized room occupancy.  G. Students denied admission by the dean of Student Affairs and Admissions for a valid reason. An exception may be made by special directive from the president.  3. Criteria for an Order to Vacate  A. Aside from individually approved cases, residents shall vacate their room without  delay after submitting the appropriate forms.  - When one of the above reasons for restriction arises.  - Leave of absence (an exception may be made for a leave of absence to start a business),  withdrawal, or expulsion.  - Residents designated unsuitable to remain in the dormitory due to health issues by  the dean of Student Affairs and Admissions.  - Residents designated unsuitable to remain in the dormitory for unavoidable reasons  (e.g., infectious diseases) by the dean of Student Affairs and Admission.  - Violations of the dormitory guidelines and rules that call for an order to vacate.  - Being behind in payment of dormitory fees by three or more months.  - Completing one’s program at the Institute and graduating (must vacate by graduation day).  - Duplicate occupancy, impersonating someone else, lending a room, or moving in to a  new room without approval.  - When the dormitory admission priority of a student is beyond the housing capacity of the dormitory.  - When the dean implements an appropriate directive to partially or totally vacate in the  case of a natural disaster, epidemic outbreak, or other emergency.  - Non-compliance or interfering with the appropriate precautions or preventive measures of the Institute in the case of a natural disaster, epidemic outbreak, or other emergency.  4. Dormitory Fees  A. The vice president of Academic Affairs sets dormitory fees after reviewing suggestions from the Committee. | |